



Mackenzie

DISTRICT COUNCIL

Notice is given of a Fairlie Community Board Meeting to be held on:

Date: Thursday, 15 July 2021

Time: 4.30pm

Location: Council Chambers

Fairlie

AGENDA

Fairlie Community Board Meeting

15 July 2021

Note: This meeting may be digitally recorded by the minute-taker.

Fairlie Community Board Membership:

Les Blacklock
Damon Smith
Leaine Rush
Angela Habraken
Murray Cox

Order Of Business

1	Opening	5
2	Apologies	5
3	Public Forum	5
4	Declarations Of Interest.....	5
5	Reports	6
5.1	Minutes of Fairlie Community Board Meeting - 6 May 2021	6
5.2	Community Board Financial Report	13
5.3	Grant Applications.....	15
5.4	Fairlie Community Board General Update	26
5.5	General Business and Councillor Update	30
5.6	Community Board Action List.....	31

- 1 OPENING**
- 2 APOLOGIES**
- 3 PUBLIC FORUM**
- 4 DECLARATIONS OF INTEREST**

5 REPORTS

5.1 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 6 MAY 2021

Author: **Arlene Goss, Governance Advisor**

Authoriser:

Attachments: **1. Minutes of Fairlie Community Board Meeting - 6 May 2021**

RECOMMENDATION

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 6 May 2021 be received and confirmed as an accurate record of the meeting.



Unconfirmed MINUTES

Fairlie Community Board Meeting

6 May 2021

**MINUTES OF MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON THURSDAY, 6 MAY 2021 AT 4.30PM**

PRESENT: Les Blacklock (Chairman), Damon Smith, Leaine Rush, Angela Habraken, Cr Murray Cox

IN ATTENDANCE: Cr Anne Munro, Tim Harty (General Manager Operations), Brian Milne (Community Facilities Officer), Arlene Goss (Governance Advisor), Chris Rutherford (Xyst arborist), Mayor Graham Smith (from 4.50pm)

1 OPENING

The chairman opened the meeting and welcomed everyone.

2 APOLOGIES

COMMITTEE RESOLUTION FCB/2021/142

Moved: Member Leaine Rush

Seconded: Member Angela Habraken

That the apology received from Chief Executive Suzette van Aswegen be received.

CARRIED

3 PUBLIC FORUM

There was no public forum.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 PRESENTATION OF PEACE TREE REPORT

Chris Rutherford from Xyst introduced himself. He is a trained arborist and has prepared the report on the Peace Trees. He outlined the main points of the report and recommended carrying out deferred maintenance on the trees. He also talked about the renewal of the trees, which would be required in the future. He recommended planting elms and oaks as these were the trees that were doing best.

The chairman agreed that this work was required and agreed with the recommendations from Mr Rutherford to plant oaks and elms.

Some of the trees were on private land and it was agreed that these would be included in the work.

Discussion took place on the planting that was needed. Local acorns were growing near the trees. Schools or a nursery could raise these. Mr Rutherford suggested a staged planting approach, rather than doing it all at the same time.

Mr Harty said this would be in the Long Term Plan as a key item of work. He suggested running a Peace Tree drop in session for the community. Mr Rutherford suggested a flyer. Angela Habraken suggested an article in the Fairlie Accessible. People needed to know how much ongoing cost was involved in caring for the trees. NZTA has an environmental enhancement fund so it might be worth applying for this.

Mayor Graham Smith joined the meeting at 4.50pm and gave his apologies.

The community board passed a resolution asking staff to come back with a proposal for community engagement. The subjects to be covered include: raising awareness of the report, opportunities for replanting, broad concepts of what we can talk to the community about.

COMMITTEE RESOLUTION FCB/2021/143

Moved: Mr Les Blacklock

Seconded: Member Angela Habraken

That the Fairlie Community Board instructs staff to come back to the next meeting with a proposal for community engagement on the Peace Trees.

CARRIED

5.2 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 18 MARCH 2021**COMMITTEE RESOLUTION FCB/2021/144**

Moved: Member Leaine Rush

Seconded: Mr Damon Smith

That the Minutes of the Fairlie Community Board Meeting held on Thursday 18 March 2021 be received and confirmed as an accurate record of the meeting.

CARRIED

5.3 COMMUNITY BOARD FINANCIAL REPORT

The chairman thanked staff for providing a simpler report.

He noted the steps on Argyle Street had been completed.

The Mayor suggested a resolution to carry forward the outstanding funds at the end of the financial year.

Member Leaine Rush asked if the skatepark needed more money to complete the landscaping. Mr Harty said this was not required. The gravel in the middle of the park needed to be replaced with larger rocks and this would happen within the existing budget.

COMMITTEE RESOLUTION FCB/2021/145

Moved: Mr Les Blacklock

Seconded: Mr Damon Smith

That the Fairlie Community Board asks Council to carry forward the balance of community board funds into the new financial year.

CARRIED

5.4 GENERAL UPDATE FROM STAFF

This report was noted.

5.5 TREE REMOVAL REQUEST, FAIRLIE DOMAIN

The purpose of this report was for the Fairlie Community Board to make decisions on a request from Audrey Mitchell to remove a Douglas Fir from the Fairlie Domain.

It was noted that the estimate of \$2,500 was a verbal estimate and the recommendation was to get a firm quote. Brian Milne said the policy was clear - that Council would not remove trees for shade reasons. However he was not against removing it and replacing it with better trees to be a good neighbour.

If it was to be removed the cost should be shared. Council's tree maintenance budget was in demand due to work carried out on storm-damaged trees.

In 2011 other trees were removed at Mrs Mitchell's request and this had set a precedent. Member Leaine Rush said this should be a case-by-case scenario and she supported removing the tree. Cr Cox said if the tree was removed Council would gain useable ground. This was better in the long term.

The chairman said he has had a look and there are other trees behind it. If this one goes would the community board get another letter asking for the trees behind to be removed? Further discussion took place on the pros and cons on removing this tree.

The community board agreed it was happy to remove the tree if Mrs Mitchell agreed to meet the cost. The community board suggested offering the tree to an outside contractor to take away.

The chairman suggested that the board provide money towards the cost because the tree would need to be removed at the end of its life, and doing it now would save that later cost.

The chairman offered to speak to Mrs Mitchell once the quote is obtained.

COMMITTEE RESOLUTION FCB/2021/146

Moved: Member Angela Habraken

Seconded: Mr Les Blacklock

1. That the report be received.
2. That staff obtain a quote for the removal of the Fairlie Domain Douglas Fir from an MDC-approved contractor.

3. That the applicant be approached to discuss the costs for removal of the Douglas Fir, and if agreeable to meet the costs, that the tree and stump be removed.
4. That a suitable replacement deciduous tree be planted in the winter following the removal of the Douglas Fir, at a location within the Fairlie Domain.

CARRIED

5.6 PROPOSED FEES AND CHARGES 2021/22

The purpose of this report was for the Community Board to consider the proposed 2021/22 Fees and Charges for the community facilities within the community board area.

There are minimal increases across all areas with the exception of the swimming pool. The provision of a lifeguard for school swimming was included in the new charges.

There would be changes to regular user discounts for the community centre, to standardise this across the district. This would now be a 20% discount for more than 10 bookings.

Member Angela Habraken asked if it was worth looking at a pensioner rate for the swimming pool. Or a rate for people with a community services card? Brian Milne said he would include a rate for these people, that is a 20% reduction for a community services card for a season pass.

COMMITTEE RESOLUTION FCB/2021/147

Moved: Mr Damon Smith

Seconded: Member Angela Habraken

1. That the report be received.
2. That the Community Board recommend that Council adopt the 2021/22 fees and charges for the community facilities within the Community Board area as proposed with the changes noted in the minutes above.

CARRIED

5.7 GENERAL BUSINESS AND COUNCILLOR UPDATE

The chairman raised the issue of a willow tree near the flying fox with broken limbs. He asked if it could be looked at. Mr Milne said the tree was damaged in the Easter winds and he was of the view that the tree could be saved. He said there could be some more work required and he would keep an eye on it.

Regarding skate park landscaping, the gravel in the middle of the park would be changed.

The chairman noted that the community centre was being better used but there was nobody overseeing things like cleaning, chair stacking and other matters. The wooden forms were past their use-by date. Nobody checks on the quality of the cleaning. He suggested appointing a person who knows what is needed there to check it on a regular basis.

Mr Harty said there was a contract in place for cleaning. The Mayor suggested taking a look at the contract. Mr Milne outlined the situation with community centres across the district and said he was aware this was a problem and not working well at the moment. Discussion took place on the

need to put the correct process in place regarding all three of the community centres, that would allow locals to manage them.

Cr Cox outlined current councillor activities. He said he had a good discussion with South Canterbury Cycle Trails who would like to extend their trail from Pleasant Point to Tekapo.

Mackenzie will get some money from the Tourism Infrastructure Fund and Council has submitted an application. Hopefully this money would pay for replacement public toilets in Fairlie and a campervan dump station.

Councillors were also working on the Long Term Plan. There was a lot of activity happening in local government generally and more reforms were expected before the next election.

5.8 COMMUNITY BOARD ACTION LIST

Parking outside skate park – Now that the skate park is finished this can be re-looked at.

Barriers around playground – Contract has been let. Need to chase up.

Fairlie public toilets – Tim Harty noted that the public toilets in the district were just as dirty, littered and badly treated now as before Covid, when people blamed tourists for the mess. He said it was dirty kiwis to blame. It costs council \$25,000 a year to clean and maintain the Fairlie toilets. He was increasing the cleaning frequency due to the problems.

Angela Habraken asked if there was a plan to put more seats near the skatepark for parents, including seating with shade. There was a plan for seating. If Council received the Tourism Infrastructure Funding seats could be included in the toilet upgrade.

Dog Park – will be included in the Parks Strategy.

Jack and Enid Hutt Community Lounge – Work on the kitchenette is going ahead.

Fairlie cemetery memorial wall – The chairman said he would talk to Francie and request drawings.

Trucks using Grey Street – Mr Harty has sent a letter to the operators and there had not been any reports of trucks using those streets since then.

Swimming Pool – Funding for equipment replacement is included in year 1 of the Long Term Plan.

Area by Four Square needing bike racks – The community board needed to decide where to put a bike stand. There was a place that people used as a car park, which was not a car park, and the bike rack could go there. Brian Milne offered to follow this up.

The Meeting closed at 6.13pm.

The minutes of this meeting were confirmed at the Fairlie Community Board Meeting held on .

.....
CHAIRPERSON

5.2 COMMUNITY BOARD FINANCIAL REPORT

Author: Jo Hurst, Management Accountant

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: 1. Financial Report [↓](#) 

STAFF RECOMMENDATIONS

That the community board financial report be received.

BACKGROUND

Attached is the latest community board financial report for your information.

**Fairlie Community Board
Township Projects
For The Period Ended 31 May 2021**

Date	Organisation	Amount
1/07/2020	New financial year 2020/21	\$ 42,000.00
	Carry forward from 2019/20	\$ 9,718.00
	Expenditure to date:	
27/07/2020	Survey area for Dog Park	\$ 775.00
30/09/2020	Village Green - Hitching rails and Skate Park	\$ 750.00
30/11/2020	Village Green project	\$ 99.25
24/12/2020	Skate Park project	\$ 10,000.00
	Fairlie Cemetery memorial wall	\$ 1,000.00
28/02/2021	Village Green - planning	\$ 272.50
6/04/2021	Install steps and path from Argyle Street into Fairlie Domain	\$ 6,920.00
	Balance remaining	\$ 31,901.25

**Grant Allocations
For The Period Ended 31 May 2021**

Date	Organisation	Amount
1/07/2020	New financial year 2020/21	\$ 2,950.00
	Expenditure to date:	
Prior Year	Mackenzie Half Marathon	\$ 250.00
Prior Year	Andrew Hurst - Hall Hire	\$ 200.00
15/10/2020	South Canterbury Neighbourhood Support - Signs	\$ 250.00
15/10/2020	Stronger for Longer - Exercise class for over 65's	\$ 217.39
15/10/2020	Team Tumble Cheer - Hall Hire	\$ 217.39
15/10/2020	Mackenzie Community Centre User Group - Hall Hire	\$ 217.39
15/10/2020	Mackenzie Community Centre User Group - Hall Hire	\$ 217.39
15/10/2020	Mackenzie Community Centre User Group - Photography Display	\$ 126.09
10/12/2020	Cameron Bennison - Community Christmas Dinner	\$ 250.00
10/12/2020	Mackenzie Library - Books for Babies project	\$ 217.39
10/12/2020	Fairlie Heritage Museum - New Years Day parade	\$ 217.39
10/12/2020	Mackenzie Enhancement Board - Southern Man concert	\$ 217.39
10/12/2020	Mackenzie Enhancement Board - Fairlie Kids Christmas Event	\$ 217.39
19/01/2021	Flowers for C Borrell	\$ 47.83
	Balance remaining	\$ 86.96

* Maximum of \$250 can be allocated per grant application

5.3 GRANT APPLICATIONS

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments:

1. Application from Spirit of Adventure Group [↓](#) 
2. Application from Mackenzie Half Marathon [↓](#) 
3. Application from Mackenzie Book and Arts Festival [↓](#) 

STAFF RECOMMENDATIONS

1. That a grant of \$120 be approved/declined for the Mackenzie College Spirit of Adventure Group towards the cost of community centre hire.
2. That a grant of \$250 be approved/declined for the Mackenzie Half Marathon towards the costs of community centre hire and trophies.
3. That a grant of \$250 be approved/declined for the Mackenzie Book and Arts Festival to support the appearance of author Alison Jones at the festival.

BACKGROUND

The following grant applications have been received by the community board:

- The Mackenzie College Spirit of Adventure Group has applied for \$120 to cover the cost of community centre hire for a fundraiser.
- The Mackenzie Half Marathon has requested \$500 to cover the cost of community centre hire and buy trophies.
- The Mackenzie Book and Arts Festival has applied for \$250 to support the appearance of author Alison Jones at the festival.

Personal information like phone numbers and email addresses have been redacted to protect the privacy of applicants.



Mackenzie

DISTRICT COUNCIL

Community Board Grant Application Form

A. Details

Name of organisation:	Mackenzie College Spirit of Adventure Group.
Contact person:	Jo Hurst
Postal address:	[REDACTED] Fairlie - Tekapo Road, RD 17, Fairlie.
Email address:	[REDACTED] gmail.com
Telephone:	[REDACTED]

B. Which Community Board are you applying to?

1. Twizel Community Board	<input type="checkbox"/> Yes	You can apply for up to \$500 per grant.	Grant to be spent on projects/events in the Twizel Community Board area
2. Tekapo Community Board	<input type="checkbox"/> Yes	You can apply for up to \$1000 per grant.	Grant to be spent on projects/events in the Tekapo Community Board area
3. Fairlie Community Board	<input checked="" type="checkbox"/> Yes	You can apply for up to \$250 per grant.	Grant to be spent on projects/events in the Fairlie Community Board area

C. Organisation Details

1. How many people belong to your organisation?	10
2. What is the legal status of your organisation? E.g. Trust, incorporated society, other.	No legal status
3. How long has your organisation existed?	5 months
4. Is your organisation responsible to, or controlled by, any other organisation or authority?	Mackenzie College

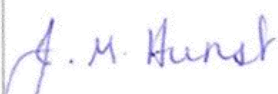
D. Grant Details

1. How much money are you applying for?	\$ 120											
2. What is this money going to be used for? (Briefly explain):												
<p>To raise money for the 10 children to go on the Spirit of Adventure we are hosting a film festival. We wish to apply for a grant to cover the cost of the Community Centre theatre and kitchen hire.</p>												
1. Are you registered for GST?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No											
If yes, GST Number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
2. What are the total costs of the project and where is the funding coming from?	Community board (this application)	\$ 120										
<p>Film royalty costs is \$345 + \$1 per person attending.</p> <p>Hall hire \$120.</p> <p>Total approx. costs will be \$565</p>	Other funders:	\$ 300										
	Your contribution:	\$ 145										
	Total:	\$ 565										
3. When will this project happen? 28 th August 2021.												
4. Have you applied for other sources of funding? Briefly explain.												
<p>The Ski Shack in Fairlie are contributing the \$300 Sponsorship which will cover most of the film royalty costs.</p>												

F. Declaration

I hereby declare that the information supplied above on behalf of my organisation is correct.

I consent to the Mackenzie District Council collecting the personal contact details and information provided in this application for the purpose of considering a grant. I also consent to this completed application form being published on the public agenda of the next community board meeting. This consent is given in accordance with the Privacy Act 1993.

Name:	Jo Hurst		
Position in Organisation / Title:	Film Festival organiser		
Signature:		Date:	5-7-21

G. Checklist

1. I have attached a balance sheet or financial statement from my organisation. If no, explain why.	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No We don't have one
2. I have attached any other relevant documents that would assist the community board in making a decision.	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No All contained in the application
3. I understand that if my application is approved, I will be asked to supply an invoice for the amount granted and proof of my bank account number.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
4. I understand that if my application is approved I will be asked to complete a project completion form that accounts for how the money is spent.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No

G. For more information

Arlene Goss
Mackenzie District Council
PO Box 52, Fairlie 7949

Phone 03 685 9010 ext 915
or
Arlene.Goss@mackenzie.govt.nz



APPLICATION FOR GRANT

1. Name of Organisation/Individual:
Mackenzie Half Marathon
2. Address: [REDACTED] St
Fairlie
- Telephone: [REDACTED]
- Fax:
- Email: [REDACTED] gmail.com
3. Contact Person: John Shaw
Position: Race Director
Phone: Business: [REDACTED]
Phone: Home:
4. Please specify the legal status of your organization – trust/Incorporate Society/other.
NIL
5. Is your organisation recognised as a non profit body by the Inland Revenue Department?
Yes/No (No)
6. Name of principal officers:
Chairperson/President: John Shaw
Secretary: Jasmine Shaw
Treasurer: Pint Gallagher

7. State your organisation's purpose and objectives: To bring a running event to Fairlie and raise money for Lions to distribute back to the community
8. How long has your organisation existed? 1 year - to follow up last years success
9. Is your organisation responsible to or controlled by any other organisation/authority?
Please specify: No
10. What level of funding does your organisation request from the Mackenzie District Council?
\$500
11. State the purpose for which the grant is requested:
To cover the hiring of the community centre and buy trophies
12. State the number whom you expect will benefit from the grant you are requesting:
Members: 600 participants Others: Community of Fairlie
13. Has your organization received a donation during the past five years?
☒ Yes ☐ No

If yes, please detail how your most recent donation was used	Received from	Year	Amount of Donation
Hire of hall last year	Mackenzie Community Board	2020	250.00
TOTAL			

14. If your organisation is registered for GST, please supply your GST number:

N/A

15. Please supply a copy of your latest audited financial statements. *N/S*

DECLARATION

I hereby declare that the information supplied here on behalf of my organisation is correct:

Name: John Shaw

Position: Race Director

Signature: *[Signature]*

Date: 2/6/21



Community Board Grant Application Form

A. Details

Name of organisation:	Mackenzie Book & Art Society Inc.
Contact person:	Prue Blake
Postal address:	PO Box 136, Tekapo 7945
Email address:	[REDACTED]@gmail.com
Telephone:	[REDACTED]

B. Which Community Board are you applying to?

1. Twizel Community Board	<input type="checkbox"/> Yes	You can apply for up to \$500 per grant.	Grant to be spent on projects/events in the Twizel Community Board area
2. Tekapo Community Board	<input type="checkbox"/> Yes	You can apply for up to \$1000 per grant.	Grant to be spent on projects/events in the Tekapo Community Board area
3. Fairlie Community Board	<input checked="" type="checkbox"/> Yes	You can apply for up to \$250 per grant.	Grant to be spent on projects/events in the Fairlie Community Board area

C. Organisation Details

1. How many people belong to your organisation?	15
2. What is the legal status of your organisation? E.g. Trust, incorporated society, other.	Incorporated Society
3. How long has your organisation existed?	8 months
4. Is your organisation responsible to, or controlled by, any other organisation or authority?	No

D. Grant Details

1. How much money are you applying for?	\$250 -	
2. What is this money going to be used for? (Briefly explain): create the Mackenzie Book & Art Festival to be held from 17 Sept - 3 Oct 2021. Funds received will contribute to appearance fees, travel + accommodation. Specifically for Alison Jones author of "This Pakeha life - an unsettled memoir" Appearance fee \$300 - Flight w/str + chch \$118		
1. Are you registered for GST?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No If yes, GST Number:	
2. What are the total costs of the project and where is the funding coming from? \$123,000 - various grants + sponsorships as detailed below	Community board (this application)	\$250 -
	Other funders:	\$122,750 -
	Your contribution:	\$1 -
	Total:	\$123,000
3. When will this project happen? Alison Jones - opening event 17 Sept. Fairlie Theatre Mayor to speak. Mackenzie College Kapa Haka group to perform		
4. Have you applied for other sources of funding? Briefly explain.		
Received:		
	Tuairi Comm Board	\$500 -
	Telcops Com Board	\$1,000 -
	Telcops Promotion	\$1,000 -
	Trust Aoraki	\$5,000 -
	Mud + South Coast Trust	\$10,000
	Genesis Energy	\$10,000
	Private Sponsors	\$13,000
Applying:		
	Tuairi Comm Board	\$500 -
	Creative NZ	\$56,000 -
	Alpine Energy	\$15,000
	Private Sponsors	balance

F. Declaration

I hereby declare that the information supplied above on behalf of my organisation is correct.

I consent to the Mackenzie District Council collecting the personal contact details and information provided in this application for the purpose of considering a grant. I also consent to this completed application form being published on the public agenda of the next community board meeting. This consent is given in accordance with the Privacy Act 1993.

Name:	Prue Blake		
Position in Organisation / Title:	Treasurer		
Signature:	Prue Blake	Date:	6/7/21

G. Checklist

1. I have attached a balance sheet or financial statement from my organisation. If no, explain why.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
2. I have attached any other relevant documents that would assist the community board in making a decision.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
3. I understand that if my application is approved, I will be asked to supply an invoice for the amount granted and proof of my bank account number.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
4. I understand that if my application is approved I will be asked to complete a project completion form that accounts for how the money is spent.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No

G. For more information

Arlene Goss
Mackenzie District Council
PO Box 52, Fairlie 7949

Phone 03 685 9010 ext 915

or

Arlene.Goss@mackenzie.govt.nz

Balance Sheet

Mackenzie Book and Art Society Incorporated

As at 6 July 2021

6 JUL 2021

Assets

Bank

Mackenzie Book & Art Society	38,675.28
Total Bank	38,675.28

Total Assets	38,675.28
---------------------	------------------

Net Assets	38,675.28
-------------------	------------------



Equity

Current Year Earnings	33,675.28
Retained Earnings	5,000.00
Total Equity	38,675.28

5.4 FAIRLIE COMMUNITY BOARD GENERAL UPDATE

Author: Brian Milne, Community Facilities and Services Officer - Contractor
Scott McKenzie, Roading Manager

Authoriser: Tim Harty, General Manager - Operations

Attachments: 1. Fairlie Rail Plan [!\[\]\(d66ff64371a51729ac8c1cdaa685ba6f_img.jpg\)](#) 
2. Knee rail Detail [!\[\]\(63ea948177b1bcc486b2b76d20d5fb69_img.jpg\)](#) 

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

The purpose of this report is to provide the Fairlie Community Board with a general update on a number of projects and actions related to the Fairlie area in general and Community Board specifically.

ACTION AND PROJECTS UPDATE

Strategy Development

There are four key strategic documents in the Parks and Open Spaces area that are currently being developed, being the Parks Strategy, Playground, Toilet and Trails Plans and Wayfinding Policy. A first draft of the strategies have been supplied to Council for staff review, feedback and discussion.

A Community Board update on the project was held, via Zoom, on 7 July where the consultants working on the projects provided a briefing. A recording of the session is available for those who were unable to attend.

Village Green Development

The design for the perimeter fence around the playground has been finalised following community consultation and construction is underway with completion expected by the end of July. A plan of the location and design of the fence is attached.

Fairlie Community Centre

The upgrade of the lounge kitchenette has been delayed due to the building contractor being unable to obtain pricing for the cabinetry work. Alternative suppliers will be approached to provide a price.

Fairlie Domain

The removal of the Douglas Fir tree is to be undertaken by a firewood/forestry contractor at no cost to Council or Mrs Mitchell. However, there will still be a follow-up cost for the stump removal. The Health Safety plan has been approved and it is expected the work will be undertaken over the next few months at the convenience of the contractors.

Replanting of the bank where the Cypress trees were removed is programmed for the spring. Rhododendrons have been purchased for the majority of the planting, with plant selection for the balance being finalised.

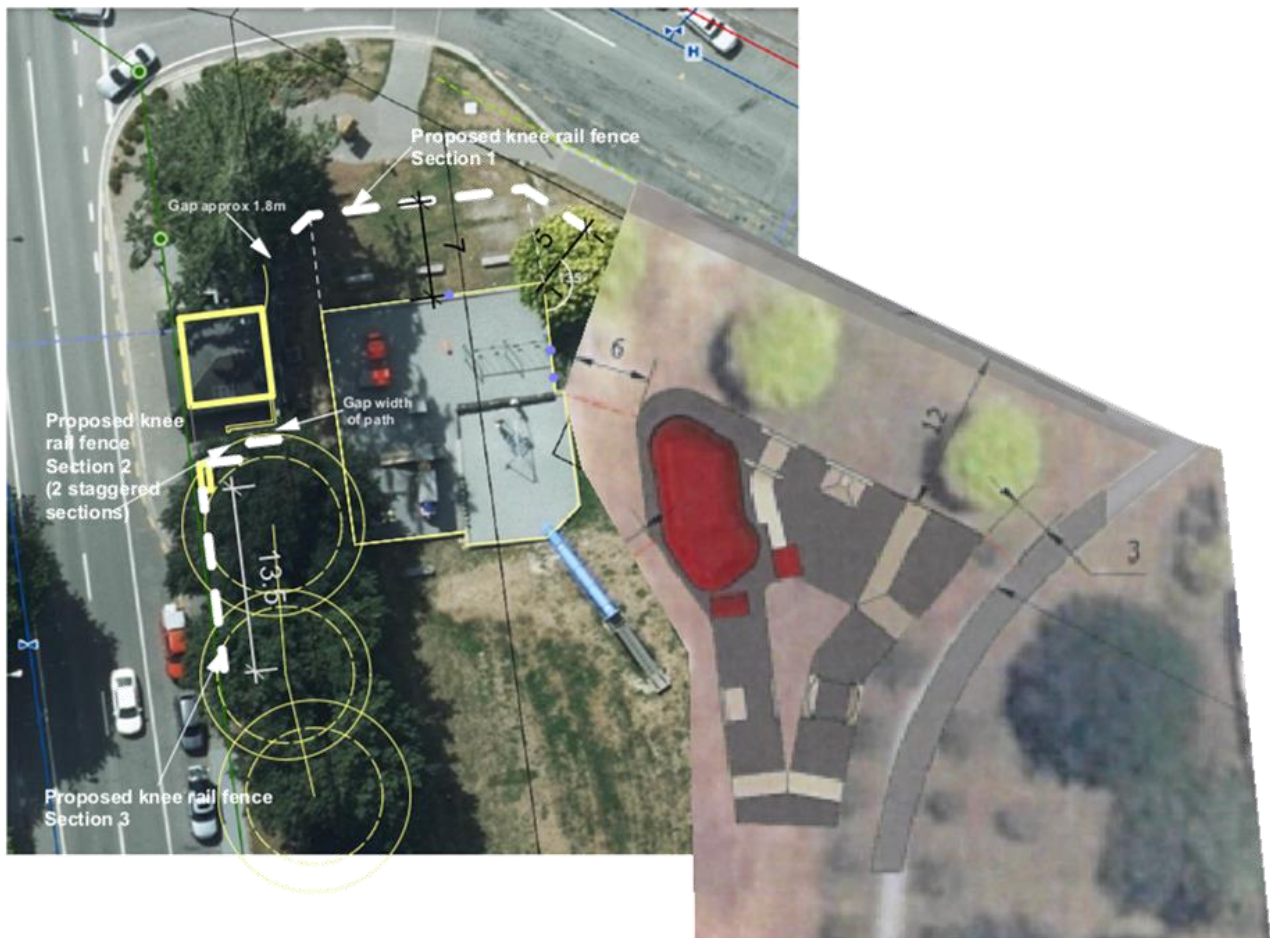
Fairlie Pool Operations

Council has approved the outsourcing of the pool operation following a successful trial in the 2020/2021 season.

Staff are working on documents for tender process and these are likely to be in the market in August with a view to appointing a contractor by the end of October.

Peace Tree Works

With the delay in adoption of Councils Long Term Plan, communications with the public on the next steps in the process has been delayed.



Refer knee rail fence detail

Total length approx. 44m

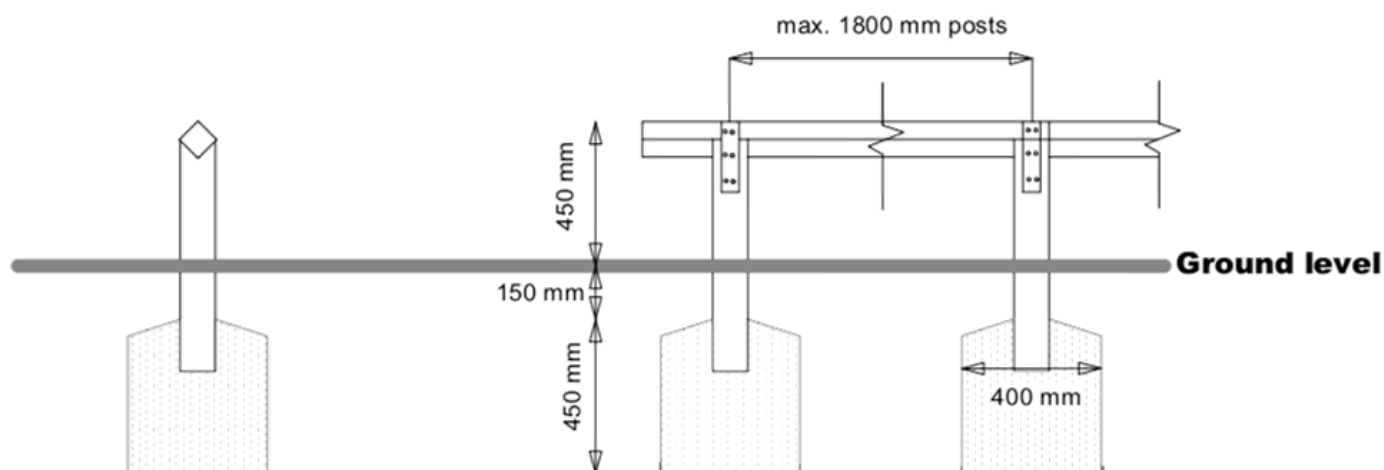
Subject to 2020 works specifications

Fairlie Village Green - Plan of proposed knee-rail

Scale 1:500 @A4

May 2021





Knee rail fence 0.45 m high

- + 75 x 75mm H3.2 rail
- + 100 x 100mm H4 posts
Notch cut at 45 degrees to receive rail
- + 75mm wide galv steel strap
- + 40mm flat head galv. nails (12 per post)
- + Concrete foundation as shown -
20MPa concrete
- + Continuous rail except where gaps
indicated on plan
- + Prime and 2 coats white exterior water-
based enamel

Knee Rail Fence Detail

Scale 1:20 @A4

May 2021



5.5 GENERAL BUSINESS AND COUNCILLOR UPDATE

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: Nil

STAFF RECOMMENDATIONS

That the information be noted.

GENERAL BUSINESS

The chairman has asked to discuss the following matters at the meeting:

- The chairman has some drawings of the memorial wall planned for the Fairlie cemetery for discussion.

Council's representative on the community board, Cr Murray Cox, is invited to update the members on recent council activity.

5.6 COMMUNITY BOARD ACTION LIST

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Fairlie Action List [↓](#) 

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

Attached is the latest version of the community board action list. These actions are updated by staff regularly.

Outstanding

Division:
Committee:
Officer:

Date From:
Date To:

Action Sheets Report

Printed: Friday, 9 July 2021 12:17:41 PM

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Fairlie Bus Parking by Playground	McKenzie, Scott		21/04/2020		
		Harty, Tim				
<p>7 Apr 2020 - 9:39 AM - Arlene Goss Bus Parking by Playground Mr Haar will investigate the option of bus parking on SH8 with NZTA further and supply options to the board. The community board would like to make changes to bus parking in this area including moving the footpath and introducing angle parking.</p> <p>7 Apr 2020 - 9:55 AM - Arlene Goss Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: Action Uploaded</p> <p>7 Apr 2020 - 9:55 AM - Arlene Goss Mr Haar has found a copy of the original plan for the area. He suggested sharing this with the community board. Need to get this project into the Long Term Plan, with the aim to get buses away from parking outside the public toilets and playground. The chairman had a copy of the plan with him and said he wanted to move the footpath. A separate Long Term Plan session was suggested. Ms Borrell offered to organise a workshop and invite Mr Haar.</p> <p>8 Apr 2020 - 9:30 AM - Arlene Goss Charlotte Borrell: Needs to go to Scott in Roding (I will add it to the LTP discussion with the Fairlie CB that I am trying to work on atm)</p> <p>8 Apr 2020 - 9:31 AM - Arlene Goss Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: Sent by Charlotte to Scott.</p> <p>15 Jun 2020 - 4:34 PM - Arlene Goss CB meeting June 11 2020 - Waiting for completion of skate park before deciding on this. Put on hold for now.</p> <p>18 Aug 2020 - 5:07 PM - Arlene Goss CB meeting August 6 - no change.</p> <p>21 Oct 2020 - 1:46 PM - Arlene Goss Buses were not a problem at the moment but the community board did not want that space to remain as a bus park. They wanted angle parking for locals in that location instead. Mr Harty said he would talk to the roading manager for a cost to provide angle parking in that area.</p> <p>5 Jan 2021 - 8:22 PM - Arlene Goss Fairlie CB meeting December 2020: This is on hold.</p> <p>20 May 2021 - 9:50 AM - Arlene Goss – Now that the skate park is finished this can be re-looked at.</p>						

Outstanding	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: Friday, 9 July 2021 12:17:41 PM

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Fairlie Dog Park	Milne, Brian Harty, Tim		21/04/2020		
	<p><i>7 Apr 2020 - 9:41 AM - Arlene Goss</i> An area has been suggested on the southeast side of the Allandale Bridge. The community board agreed that Charlotte Borrell would check on the status and size of the land and get a price for clean-up and fencing.</p> <p><i>7 Apr 2020 - 9:55 AM - Arlene Goss</i> The community board has established that council has vacant possession of the land for the proposed dog park. Ms Borrell will prepare a report for next meeting.</p> <p><i>7 Apr 2020 - 9:56 AM - Arlene Goss</i> Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: Action Uploaded</p> <p><i>8 Apr 2020 - 9:31 AM - Arlene Goss</i> Charlotte Borrell: Delayed by Covid19 shutdown.</p> <p><i>15 Jun 2020 - 4:36 PM - Arlene Goss</i> CB meeting June 11 - Pricing to clear the site and build fencing would come to the next meeting.</p> <p><i>18 Aug 2020 - 5:10 PM - Arlene Goss</i> CB meeting August 6 - Dog park would require NZTA to build a footpath on the bridge. CB uncertain about community support for dog park. Resolution passed to conduct engagement with the community on township-wide projects with a report back to the community board as soon as practicable.</p> <p><i>14 Sep 2020 - 1:25 PM - Arlene Goss</i> Public engagement underway.</p> <p><i>21 Oct 2020 - 1:43 PM - Arlene Goss</i> Dog Park – The original location is still the ideal place. The chairman would like to keep pushing for this to happen. Cr Cox asked about other locations. Discussion took place on whether a temporary dog exercise area near the ice-skating rink would be appropriate until a pedestrian walkway across the bridge was built. There was also a suggestion of a walking loop for people who wanted to take their dog for a walk from the shopping area to the domain and back.</p> <p><i>5 Jan 2021 - 8:24 PM - Arlene Goss</i> COMMITTEE RESOLUTION FCB/2020/137 Moved: Mr Les Blacklock Seconded: Mr Damon Smith</p>					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Friday, 9 July 2021 12:17:41 PM

That provision for a dog park on the south east site, across the Allandale bridge, gets added to the parks strategy for consideration.

CARRIED

1 Feb 2021 - 11:09 AM - Arlene Goss

The community board then discussed whether they wanted to go ahead with a temporary dog park in the domain, or develop the permanent site across the bridge. They decided to develop the permanent site. A plan was needed that could be costed.

The issue with pedestrian access across the bridge needed to be resolved. Better access was required to the Clayton Road industrial area and housing that was being added across the bridge. Adding a dog park would add an extra requirement to improve pedestrian access. It was agreed that it was the right time to put the requirement for a pedestrian "clip-on" back in front of NZTA.

1 Feb 2021 - 11:19 AM - Arlene Goss

Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Charlotte has left

20 May 2021 - 9:51 AM - Arlene Goss

will be included in the Parks Strategy.

14 Jun 2021 - 11:11 AM - Arlene Goss

Action reassigned to Milne, Brian by: Goss, Arlene for the reason: Requested

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Fairlie: Fence or Barrier Around Playground	Milne, Brian		1/09/2020		
		Harty, Tim				
	<p>18 Aug 2020 - 5:04 PM - Arlene Goss</p> <p>CB meeting August 6 - Charlotte Taylor from Plunket asked for a fence around the playground for safety reasons. The community board agreed something was needed. Tim Harty gave her his card and asked her to get in touch with him.</p> <p>21 Oct 2020 - 1:45 PM - Arlene Goss</p> <p>Questions were asked about where the hitching posts would go. The answer was between the toilets and the railway carriage on the village green. Mr Harty has had a discussion with a Plunket representative who was happy with the suggestion.</p> <p>Something similar would be considered for the other side of the playground once the skate park was complete. Discussion moved to the bus park next to the playground. Buses were not a problem at the moment but the community board did not want that space to remain as a bus park. They wanted angle parking for locals in that location instead. Mr Harty said he would talk to the roading manager for a cost to provide angle parking in that area.</p>					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Friday, 9 July 2021 12:17:41 PM

Charlotte Borrell asked the board to approve spending ten thousand dollars to contribute towards finishing the playground hitching posts and other improvements. This was supported.

21 Jan 2021 - 4:45 PM - Tim Harty

Staff in communication with Plunket and Board will be updated at the meeting

20 May 2021 - 9:51 AM - Arlene Goss

Contract has been let. Need to chase up.

14 Jun 2021 - 11:12 AM - Arlene Goss

Action reassigned to Milne, Brian by: Goss, Arlene for the reason: Requested

6 Jul 2021 - 8:46 AM - Arlene Goss

Revised plans and updated price has been received and accepted. Work expected to be completed by the end of July.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Fairlie Community Centre	Milne, Brian Harty, Tim		4/11/2020		
	21 Oct 2020 - 1:47 PM - Arlene Goss					
	Jack and Enid Hutt Community Lounge update – Charlotte Borrell described the work needed to update the community lounge. She was planning to get some pricing and bring this back to the next meeting.					
	5 Jan 2021 - 8:26 PM - Arlene Goss					
	Fairlie CB meeting Dec 2020: Work on the community lounge is on hold until the community facilities officer role is filled.					
	1 Feb 2021 - 11:03 AM - Arlene Goss					
	COMMITTEE RESOLUTION FCB/2021/140					
	Moved: Member Leaine Rush					
	Seconded: Member Angela Habraken					
	That the Fairlie Community Board instructs staff to fund the cost of tumble mats for the Mackenzie Community Centre from the Mackenzie Community Centre Fittings and Furniture budget.					
	CARRIED					
	1 Feb 2021 - 11:04 AM - Arlene Goss					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Friday, 9 July 2021 12:17:41 PM

Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Needs your attention.

30 Mar 2021 - 10:03 AM - Arlene Goss

Leaine Rush said she would attend the meeting of the community centre user group to see what their priorities were before spending the community centre maintenance budget. Brian Milne said he was working on the community centre work and was unsure where to start. It was noted that this money had been gifted to do the lounge. Lighting had been upgraded and a heat pump installed in the lounge to date. The next step was updating the kitchen unit in the lounge. Mr Milne said he will track down drawings that had been organised by a former employee.

20 May 2021 - 9:52 AM - Arlene Goss

Jack and Enid Hutt Community Lounge – Work on the kitchenette is going ahead.

14 Jun 2021 - 11:12 AM - Arlene Goss

Action reassigned to Milne, Brian by: Goss, Arlene for the reason: Requested

6 Jul 2021 - 8:47 AM - Arlene Goss

5 July – Brian Milne

Builder still waiting on price from cabinet maker to finalise price. Going to approach another cabinet maker due to delay.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Fairlie - Parks Strategy	Harty, Tim Harty, Tim		2/02/2021		
<p>19 Jan 2021 - 2:40 PM - Arlene Goss</p> <p>Resolution passed by Fairlie CB:</p> <p>COMMITTEE RESOLUTION FCB/2020/137</p> <p>Moved: Mr Les Blacklock</p> <p>Seconded: Mr Damon Smith</p> <p>That provision for a dog park on the south east site, across the Allandale bridge, gets added to the parks strategy for consideration.</p> <p>CARRIED</p> <p>21 Jan 2021 - 4:40 PM - Tim Harty</p> <p>Parks Strategy underway and action added to the brief. October meeting noted that Board would like to look at a short term solution of a dog area in the Domain, is this still required?</p>						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
Report	Fairlie Cemetery Memorial	Milne, Brian	Fairlie Community Board 28/01/2021	11/02/2021	1/02/2021	

Outstanding	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: Friday, 9 July 2021 12:17:41 PM

Wall

1.1 Harty, Tim

[FCB/2021/141](#)

COMMITTEE RESOLUTION FCB/2021/141

Moved: Cr Murray Cox

Seconded: Member Angela Habraken

That the Fairlie Community Board agrees in principle with a memorial wall being established at the Fairlie Cemetery and grants up to \$1000 from the Township Projects Budget to fund concept designs, and asks council staff to work with the working party to ensure the project is successful.

CARRIED

The chairman did not vote as he is involved in this project.

1 Feb 2021 - 11:29 AM - Arlene Goss

Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Allocated to Tim Harty

20 May 2021 - 9:52 AM - Arlene Goss

Fairlie cemetery memorial wall – The chairman said he would talk to Francie and request drawings.

14 Jun 2021 - 11:13 AM - Arlene Goss

Action reassigned to Milne, Brian by: Goss, Arlene for the reason: Requested

6 Jul 2021 - 8:48 AM - Arlene Goss

5 July -Brian Milne

Funding from Council towards funding contribution confirmed to the group so design work expected to be underway

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Fairlie Domain	Milne, Brian		15/02/2021		
		Harty, Tim				
	<i>1 Feb 2021 - 11:06 AM - Arlene Goss</i>					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Friday, 9 July 2021 12:17:41 PM

The governance advisor passed on a message from staff that there was a chestnut tree in the domain with a serious weakness at the base and it would need to be cut down within the next months. The community board was asked whether they would like to communicate with the public in advance of cutting it down. Debate took place on the best approach. The community board agreed that the reason for cutting down the tree should be communicated, but also that there was not an opportunity to change the decision due to safety reasons.

Leaine Rush said Mr Hunter, a neighbour of the domain, would be doing plantings in that area.

The chairman raised the letter received at a previous meeting regarding a tree in the Domain that throws shade on Mrs Mitchell's place in July.

The chairman had visited Mrs Mitchell to listen to her. The community board discussed the best way to respond to this request. Member Leaine Rush offered to take a look at the offending tree and see if it was possible to top it at the same time as the chestnut tree was cut down.

30 Mar 2021 - 10:06 AM - Arlene Goss

The unsafe trees in the Domain had been cut down and the timber taken away. This area will be replanted.

30 Mar 2021 - 10:06 AM - Arlene Goss

Mr Milne has received a price to put steps on a bank that was previously grassed. This was \$6,000 and a budget would need to be found.

14 Jun 2021 - 11:14 AM - Arlene Goss

Action reassigned to Milne, Brian by: Goss, Arlene for the reason: Requested

6 Jul 2021 - 8:48 AM - Arlene Goss

5 July – Brian Milne

Firewood/forestry contractor has agreed to fell and remove tree at no cost to Council

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Fairlie Peace Trees	Harty, Tim		15/02/2021		
		Harty, Tim				
	1 Feb 2021 - 11:08 AM - Arlene Goss					
	The Mayor noted the Peace Trees needed maintenance work and it responsible to do this. The community board asked about the rules regarding trees placed close to the road. Member Leaine Rush said NZTA had offered to fund some of the work and would be involved in the project.					
	Some trees needed to come down in time and staff had asked the community board how they wanted to handle the involvement of the community in future planting projects.					
	The community board discussed the benefit of local families raising the replacement seedling trees, and taking seeds from the original trees to grow replacements. The board said it wanted to share information with the community at the appropriate time and get feedback.					
	30 Mar 2021 - 10:05 AM - Arlene Goss					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Friday, 9 July 2021 12:17:41 PM

\$180,000 has been put into the Long Term Plan to get this work done. . A further report on the trees would be available at the next meeting. Mr Harty suggested that the project manager be asked to provide a report on how the community could be involved in this project. This might include an interpretational sign about how the trees came about.

20 May 2021 - 9:47 AM - Arlene Goss

COMMITTEE RESOLUTION FCB/2021/143

Moved: Mr Les Blacklock

Seconded: Member Angela Habraken

That the Fairlie Community Board instructs staff to come back to the next meeting with a proposal for community engagement on the Peace Trees.

CARRIED

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Fairlie Swimming Pool	Harty, Tim Harty, Tim		13/04/2021		
	<p>30 Mar 2021 - 10:07 AM - Arlene Goss</p> <p>An upgrade of the changing rooms was discussed. This would be substantial work. The filters and equipment at the pool were also needing repair and upgrade. Mr Harty said a conversation would be held with Council about what they want to do next.</p> <p>20 May 2021 - 9:53 AM - Arlene Goss</p> <p>Funding for equipment replacement is included in year 1 of the Long Term Plan.</p>					

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Fairlie River Trail	Milne, Brian Harty, Tim		13/04/2021		
	<p>30 Mar 2021 - 10:08 AM - Arlene Goss</p> <p>Mr Harty said Council holds the resource consent for the trail and also an understanding with LINZ to carry out work on LINZ land. Mr Harty recently spoke to Fairlie Lions and there was a desire to do some work collaboratively. He asked the community board what it would like to do in this area.</p>					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Friday, 9 July 2021 12:17:41 PM

Discussion followed and it was suggested that the Lions Club works on building things like handrails and seats, with Council taking responsibility for maintenance of the track. It was easier for the club to get grants to build bridges or seats than grants for track maintenance. The chairman asked Council to work with Lions and offer them the firewood from felled trees. Mr Harty will continue the discussion with Lions.

14 Jun 2021 - 11:16 AM - Arlene Goss

Action reassigned to Milne, Brian by: Goss, Arlene for the reason: Requested

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Fairlie Area Near 4Square Bike Stands	Milne, Brian Harty, Tim		13/04/2021		
30 Mar 2021 - 10:11 AM - Arlene Goss						
The chairman suggested an area outside the pharmacy be allocated for a bike stand. Board members said they thought this area should have a five minute park. Discussion took place on this and the community board agreed to inspect the area before the next meeting.						
20 May 2021 - 9:54 AM - Arlene Goss						
Area by Four Square needing bike racks – The community board needed to decide where to put a bike stand. There was a place that people used as a car park, which was not a car park, and the bike rack could go there. Brian Milne offered to follow this up.						
14 Jun 2021 - 11:16 AM - Arlene Goss						
Action reassigned to Milne, Brian by: Goss, Arlene for the reason: Requested						
6 Jul 2021 - 8:49 AM - Arlene Goss						
July 5th – Brian Milne						
Brian Milne and LEEANNE RUSH inspected to confirm location. As its in roadway/carpark area some design work and additional features required. To be actioned.						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
Report	Community Board Financial Report	Hurst, Jo	Fairlie Community Board 6/05/2021	20/05/2021	20/05/2021	
5.3		Numan, Paul				
FCB/2021/145						

Outstanding	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: Friday, 9 July 2021 12:17:41 PM

COMMITTEE RESOLUTION FCB/2021/145

Moved: Mr Les Blacklock

Seconded: Mr Damon Smith

That the Fairlie Community Board asks Council to carry forward the balance of community board funds into the new financial year.

CARRIED*20 May 2021 - 9:49 AM - Arlene Goss*

Member Angela Habraken asked if it was worth looking at a pensioner rate for the swimming pool. Or a rate for people with a community services card?

Brian Milne said he would include a rate for these people, that is a 20% reduction for a community services card for a season pass.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
Report	Tree Removal Request, Fairlie Domain	Milne, Brian	Fairlie Community Board 6/05/2021	20/05/2021	20/05/2021	
5.5		Harty, Tim				
	FCB/2021/146					
COMMITTEE RESOLUTION FCB/2021/146						
Moved: Member Angela Habraken						
Seconded: Mr Les Blacklock						
1.	That the report be received.					
2.	That staff obtain a quote for the removal of the Fairlie Domain Douglas Fir from an MDC-approved contractor.					
3.	That the applicant be approached to discuss the costs for removal of the Douglas Fir, and if agreeable to meet the costs, that the tree and stump be removed.					
4.	That a suitable replacement deciduous tree be planted in the winter following the removal of the Douglas Fir, at a location within the Fairlie Domain.					
						CARRIED

Outstanding	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: Friday, 9 July 2021 12:17:41 PM

6 Jul 2021 - 8:51 AM - Arlene Goss

5 July – Brian Milne

Firewood/forestry contractor has agreed to fell and remove tree at no cost to Council. Health and safety plan being finalised. Tree expected to be removed by the end of July